



Training Opportunity

Course Title:	Techniques for "Getting your Point Across" Briefing and Presentation Skills 2
Date(s)/Time:	July 14-16, 2004 8am to 4pm
Location:	Sparkman Center, Building 5304, Classroom 4364
Tuition:	\$234
Vendor:	ACT II Instructor: Leslie Kahn
Course Manager:	Louise Olszewski 256-842-6540/DSN 788-6540 louise.olszewski@us.army.mil
Cancellation Policy	Cancellations are permitted until the registration deadline of July 1, 2004; however, they must be coordinated with the Course Manager. Organizations will be charged for cancellations received after this date

Who Should Attend:

Federal Employees who are interested in improving their presentation/instruction skills.

Course Topics:

- Impacts of Effective Communication
- Selecting the Critical Information for Briefings/Presentations
- Matching Presentation Style to Topic and Audience
- Skills to Make an Effective Briefing and Presentation
- Assessing the Impact of Briefing/Presentation on your Audience

Registration Information:

Registration Deadline: July 1, 2004

Participants should follow local procedures for securing approval to attend this course. After receiving approval, contact Louise Olszewski at Louise.Olszewski@cpocscr.army.mil for a space in the course. After receiving confirmation, your organization's approved credit-card holder should complete and fax a payment authorization sheet to Louise Olszewski at 256.876.3627. This form is available from the course manager. Payment will be made using the government credit card. Registering or canceling via an alternate system/process does not satisfy this requirement. An electronic form-fillable payment authorization sheet is available at the South Central HRDD [web site](#) to the course manager by the registration deadline.

Additional Information:

Individuals requiring special accommodations should notify the course manager at the time of registration.